

## DEPARTMENT OF ELECTRONIC AND ELECTRICAL ENGINEERING

### Protocol for EEE Local Health, Safety and Fire Induction

- All new starters must complete the **Departmental fire & general safety induction**. These inductions are held twice monthly by the [Department Safety Officer](#) (DSO). New starters will receive an email requesting to attend the next available session. New starters should attend a session as soon as possible after arrival.
- All new staff and postgraduate students must complete the safety records on their **MyInfo** page (<https://intranet.ee.ucl.ac.uk/myinfo>) as soon as possible after the completion of mandatory training and inductions.

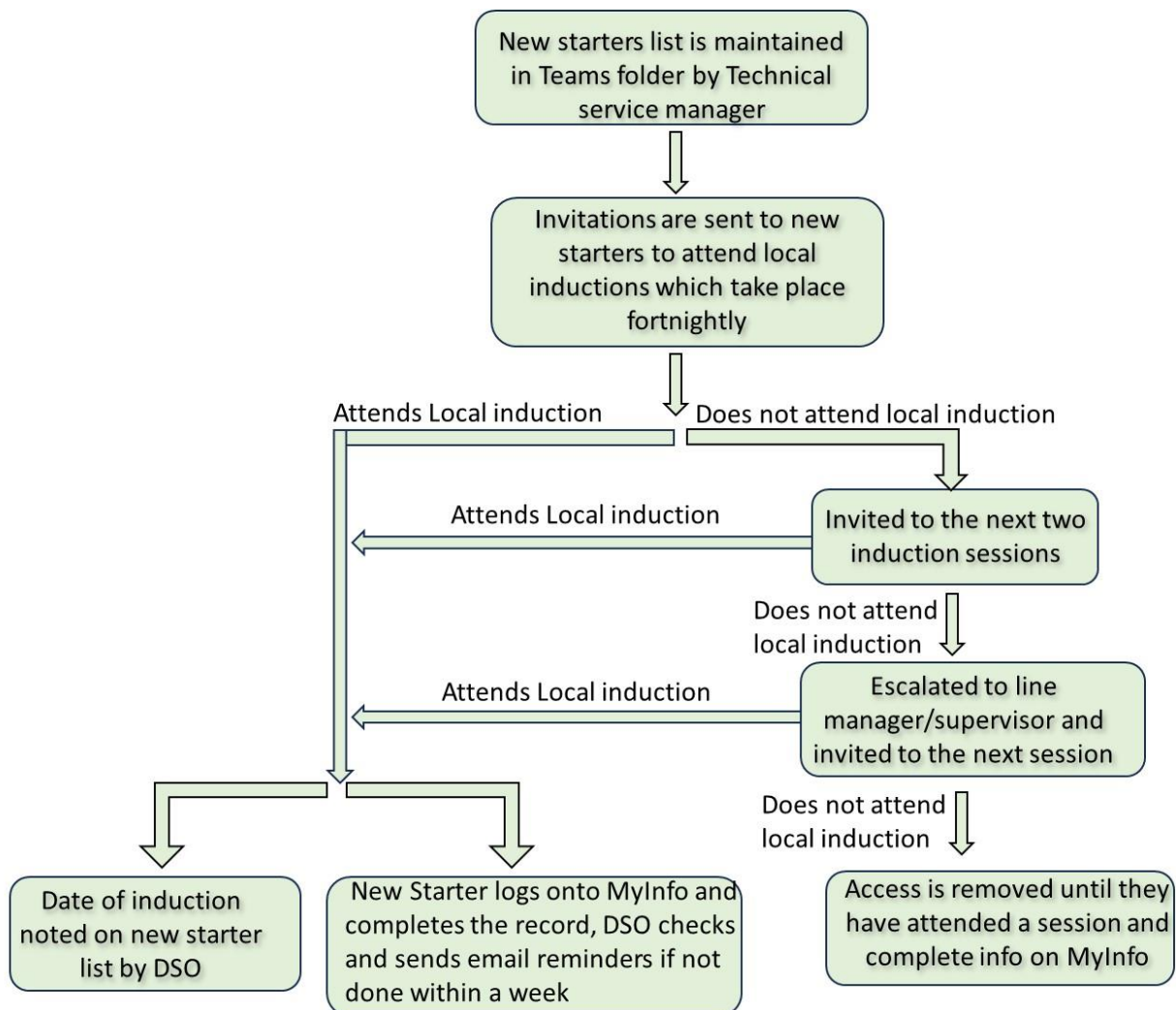


Figure1: Protocol to ensure completion of local health, safety and fire inductions by all new starters.

**WANDA-INFO** Currently logged in: [redacted] / 22nd September 2023  
 Department of Electronic & Electrical Engineering @ UCL [Home] [Logout] [Profile]

---

**Application Menu**

- Account Tools
- Research Groups
- Rooms
- Keys
- Safety
- View Safety Records
- Add Safety Records

**Safety Records**

Filter records:

Forename	Surname	Type	Upload Date	Safety Date	Renewal Date	Delete
		Local Health & Safety Induction	04/05/2023	<input type="text" value="04/05/2023"/>	Not required	<input type="button" value="DELETE"/>
		UCL Fire Safety	04/05/2023	<input type="text" value="17/01/2023"/>	17/01/2025	<input type="button" value="DELETE"/>
		DSE	13/06/2023	<input type="text" value="13/06/2023"/>	13/06/2024	<input type="button" value="DELETE"/>
		Local Fire Safety	04/05/2023	<input type="text" value="04/05/2023"/>	04/05/2025	<input type="button" value="DELETE"/>
		UCL Health & Safety	04/05/2023	<input type="text" value="22/03/2022"/>	22/03/2027	<input type="button" value="DELETE"/>
		DSE	09/05/2023	<input type="text" value="09/05/2023"/>	09/05/2024	<input type="button" value="DELETE"/>

Figure2: Example of Safety record from EEE -MyInfo